



REQUEST FOR EXCEPTION TO INFORMATION TECHNOLOGY STANDARDS AND POLICIES

INFORMATION TECHNOLOGY DEPARTMENT
SFN 51687 (7-2004)

Request Number (ITD Use Only)										
Department Name	Department Number									
Contact Person	Telephone Number									
Standard/Policy for Which Exception is Requested										
Information Technology Standard	Code Number									
Statutory Policy *	<table border="1"><tr><td>Indicate Requirement for which an Exception is Required</td><td>Hosting Services</td><td>Application Server</td></tr><tr><td>Network Services</td><td>Electronic Mail</td><td>File & Print Server Administration</td></tr><tr><td></td><td></td><td>Data Base Administration</td></tr></table>	Indicate Requirement for which an Exception is Required	Hosting Services	Application Server	Network Services	Electronic Mail	File & Print Server Administration			Data Base Administration
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Network Services	Electronic Mail	File & Print Server Administration								
		Data Base Administration								
Justification for Request (Statutory Policy Exceptions require a business case - http://www.state.nd.us/ea/standards/doc/exception-bc.rtf)										
Alternative technology or service and its impact										
Cost of Item										
Signature										

Information Technology Department

Approved	Denied	Expiration Date
Conditions/Explanation		
Signature (ITD Operations)		

Office of Management and Budget (Required for statutory policy exceptions to NDCC 54-59-22) *

Approved	Denied	Expiration Date
Conditions/Explanation		
OMB Signature		

* NDCC 54-59-05.2 and 54-59-22. Required use of network services, electronic mail, file and print server administration, data base administration, application server, and hosting services.

Exceptions to Information Technology Standards and Policies

Unless stated otherwise in a specific standard, all exceptions to state information technology standards will be handled in the manner described below. For a time during the process of migrating to the standards, existing agency business needs may require the acquisition of some non-standard hardware/software to maintain business functions. The length of the exception depends on the nature of the standard, the agency needs, and the compliance requirements. It will be assumed that agencies are making every effort to move toward the standards and that they will not deliberately invest in non-standard technology. Beginning with the year 2000 IT plan, agencies will identify those areas of non-compliance with the standards and include an explanation of the exception to standards or provide a migration strategy to the standards.

Definition

An exception to the standards and policies is defined as any basic technology or service that does not comply with state information technology standards or statutory policies defined in NDCC 54-59-05.2 and NDCC 54-59-22, required use of network services, electronic mail, file and print server administration, data base administration, application server, and hosting services.

Exception Process

Agencies needing an exception to a standard will submit a written request to the Information Technology Policy and Planning Division, Information Technology Department. Upon receipt of the Exception to Standards, a notice will be returned to the submitting agency acknowledging receipt of the exception request.

Exception request to include:

- * The standard or policy from which an exception is requested.
- * Statutory Policy Exception requests require a business case attached:
<http://www.state.nd.us/ea/standards/doc/exception-bc.rt>
- * A description of the technology or service requested.
- * Explanation on how the technology or service will be used.
- * Cost of the technology or service.
- * Alternate solution and its impact.
- * Name and phone of the contact person.
- * Signature of the director of information technology or the agency director.

The criteria for evaluating requests for exceptions will be:

- * External stakeholders require the use of specific products which do not comply with the ND standards.
- * Presence of in-house developed applications that have/meet special needs.
- * Evaluation of new technology which may be considered as part of the standards in the future.
- * A package obtained from a third party (or an outsourced system) includes, as an integral part, a non-standard database.
- * However, a major evaluation criterion for any package should be whether its database is standard. If an RFP calls for a computerized system which includes a database, it should include a provision that the database will be a standard product.
- * The funding resources are not available to make the upgrades necessary to comply with the standards or the expenditure required to comply with the standard is too high.
- * Consideration given to the creation of efficiencies, cost savings, and improved quality of service.
- * The proposed solution is unique to agency requirements for functionality and timeframe for implementation with no other practical alternatives.
- * A proposed hosting solution requires services that ITD determines to not currently be available through its current service offerings.